

Highlands at Vallejo Homeowners Association
Board of Directors Meeting Agenda
Tuesday, February 10, 2026, 6:30pm

Via Conference Call
1.916.235.1420
PIN# 557413

1. Call to Order
2. Roll Call
3. Approval of the November 4, 2025 Board of Director Meeting Minutes.
4. Property Management Report
 - Year End Financials 2025
5. Open Issues
6. New Business
7. Meeting Adjourned

**THE HIGHLANDS AT VALLEJO CONDOMINIUMS
ASSOCIATION
MEETING MINUTES
Tuesday, November 4, 2025
Conference Call**

1. **Call to Order:** 6:36 pm by Dave LaGrange, Jenny Stith, Theresa, and Jack Barsch attending. Forrest Scruggs of Realty One was also present.
2. **Minutes:** Minutes from September 9th, 2025 meeting were approved, motion by David, all in favor.
3. **Homeowners Forum:** None
4. **Property Management Report:**
 - Financial Report – Forrest Scruggs reviewed the financials through August, 2025. The Board had no questions.
5. **Open Issues: Dave contacted Affordable Iron to repair the neighbor's fence that was damaged by the falling tree. They will do the repairs for \$500. All approved this expense.**
6. **New Business:** Dave said Jacks unit was sprayed with repellent for the bat problem. Also, one bat box was put up on the south side of the building.

There was discussion about raising dues by 13% recommended by Dave. Theresa had some concern about her dues reaching about \$400 per month but understood the reason for most of the increase was because of the rising insurance cost. All agreed to the increase effective January 1st. Realty One will send out the letter to the homeowners of their new rates at the end of November with the Boards approval of the letter.

Dave has talked to the new owner in 3B about the leveling product and approval of leveling of their floor.

Per Jack, the Rules posted in the mail room should be updated and he hasn't got to this yet.

Dave suggested the need for 3 more no parking signs to keep the adjoining restaurant people from parking on the alley side of the condo. All agreed to contact the restaurant by email. Dave will handle this with them.

Premier HVAC has been contacted about turning on the boiler for the winter.

Jack was concerned about the new key cards for the front door. There is a master key he has to try to open the door which he was having trouble with but Dave will assist on this and the new keys from Door King.

Meeting Adjourned: 7:12 pm, motion by Dave, second by Jack.

Highlands at Vallejo Homeowner's Association, Inc.
Profit & Loss
January through December 2025

	Jan - Dec 25
Ordinary Income/Expense	
Income	
Monthly Dues	59,178.00
Special Assessment 24/25	16,745.70
Total Income	75,923.70
Expense	
ACH Quarterly Bank Fee	128.00
Annual Filings/Licenses	69.00
Association Management	
Special Services	800.00
Association Management - Other	5,700.00
Total Association Management	6,500.00
Backflow Certification	250.00
Boiler Inspection	90.00
Common Area Cleaning	2,400.00
Door King Service	369.60
Fire Inspection	78.00
Gas & Electric	4,911.95
Insurance Expense	25,480.63
Landscaping and Groundskeeping	8,036.70
Office Supplies	37.53
Other	7,800.00
Postage and Delivery	113.51
Repairs and Maintenance	
Paint Project	17,143.24
Repairs and Maintenance - Other	11,374.21
Total Repairs and Maintenance	28,517.45
Tax Prep.	350.00
Trash	2,084.14
Water/Sewer	4,315.77
Total Expense	91,532.28
Net Ordinary Income	-15,608.58
Other Income/Expense	
Other Income	
Interest Income	2.49
Total Other Income	2.49
Net Other Income	2.49
Net Income	-15,606.09

Highlands at Vallejo Homeowner's Association, Inc.
Balance Sheet
As of December 31, 2025

	<u>Dec 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Operating/Checking	5,716.37
Reserves Acct.	20,523.71
Total Checking/Savings	<u>26,240.08</u>
Total Current Assets	<u>26,240.08</u>
TOTAL ASSETS	<u>26,240.08</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	53,883.76
Unrestricted Net Assets	-12,037.59
Net Income	-15,606.09
Total Equity	<u>26,240.08</u>
TOTAL LIABILITIES & EQUITY	<u>26,240.08</u>

Highlands at Vallejo Homeowner's Association, Inc.
Profit & Loss Budget vs. Actual
January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues	59,178.00	47,796.00	11,382.00	123.8%
Special Assessment 24/25	16,745.70	20,255.70	-3,510.00	82.7%
Total Income	75,923.70	68,051.70	7,872.00	111.6%
Expense				
ACH Quarterly Bank Fee	128.00	60.00	68.00	213.3%
Annual Filings/Licenses	69.00	68.00	1.00	101.5%
Association Management				
Special Services	800.00	400.00	400.00	200.0%
Association Management - Other	5,700.00	5,700.00	0.00	100.0%
Total Association Management	6,500.00	6,100.00	400.00	106.6%
Backflow Certification	250.00	250.00	0.00	100.0%
Boiler	0.00	350.00	-350.00	0.0%
Boiler Inspection	90.00			
Common Area Cleaning	2,400.00	2,600.00	-200.00	92.3%
Door King Service	369.60	500.00	-130.40	73.9%
Fire Inspection	78.00	26.00	52.00	300.0%
Gas & Electric	4,911.95	5,940.00	-1,028.05	82.7%
Insurance Expense	25,480.63	17,250.00	8,230.63	147.7%
Landscaping and Groundskeeping	8,036.70	1,200.00	6,836.70	669.7%
Office Supplies	37.53	45.00	-7.47	83.4%
Other	7,800.00			
Postage and Delivery	113.51	125.00	-11.49	90.8%
Repairs and Maintenance				
Paint Project	17,143.24			
Repairs and Maintenance - Other	11,374.21	27,367.70	-15,993.49	41.6%
Total Repairs and Maintenance	28,517.45	27,367.70	1,149.75	104.2%
Tax Prep.	350.00	350.00	0.00	100.0%
Trash	2,084.14	1,320.00	764.14	157.9%
Water/Sewer	4,315.77	4,500.00	-184.23	95.9%
Total Expense	91,532.28	68,051.70	23,480.58	134.5%
Net Ordinary Income	-15,608.58	0.00	-15,608.58	100.0%
Other Income/Expense				
Other Income	2.49			
Interest Income				
Total Other Income	2.49			
Net Other Income	2.49			

Highlands at Vallejo Homeowner's Association, Inc.
Profit & Loss Budget vs. Actual
 January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Net Income	-15,606.09	0.00	-15,606.09	100.0%